

**Board of Trustees Meeting Agenda
Wednesday, October 8, 2014
6:15 p.m.**

APPROVAL OF MINUTES - September 10, 2014

CORRESPONDENCE

DIRECTOR'S REPORT

FINANCES

1. Expense Control Report
2. Revenue Report
3. Payment Library Bills
4. Trustee Accounts
5. Trustee Endowment
6. Friends Account

1A. Budget Transfer

COMMITTEE REPORTS

STRATEGIC PLAN REPORT

1. Report on visit to the Wood Library in Canandaigua
2. Fundraising

UNFINISHED BUSINESS

1. 2015 Budget
2. Whistleblower Policy
3. Tote bags
4. Photo Release Form

NEW BUSINESS

1. Guest Lynn Neill
2. Appoint Minerva Campbell Literary Contest Committee
3. Recommend a Trustee Replacement to Town Board

4. Credit Card Fees
5. Building Evaluation

FUTURE AGENDA ITEMS

1. Review Banning Policy

FUTURE ACTIVITIES

NEXT MEETING - November 12, 2014

ADJOURN



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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

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Present: Virdell Robbins, Brigid Ryan, Tina Thompson, David McNitt, Adrienne Furness, and Lynn Neill
Absent: Melanie Phillips and Janet Zinck

The meeting was called to order at 6:25 pm by Vice President David McNitt.

The minutes of September 10, 2014 were approved as submitted.

Correspondence

The correspondence was reviewed.

MCLS cc-ed us on a letter they sent to Senator Patrick Gallivan in recognition of bullet aid.

We received a thank you from Anne Hicks, Children's Librarian, for the conference she was able to attend with the financial support from the board.

Director's Report

The Director's Report was reviewed.

Forty people attended the Human Library program. Everyone seemed to enjoy the program.

The basket fundraiser has started with \$1.00 for 1 ticket; \$5.00 for 8 tickets; and \$10.00 for 20 tickets.

The statistics were reviewed.

Surplus

Motion: Tina Thompson

That we request the Town Board declare Inventory item #2104 Compact Disc Stereo Cassette Recorder as surplus.

Seconded: Brigid Ryan

Motion carried.

Finances

The Revenue/Expense Control Report was reviewed.

Budget Transfers

Motion: Brigid Ryan

To authorize the transfers of \$627 from line .418 Contracted Services to line .410 Supplies, \$387 from .418 Contracted Services to .483 Non-Book Materials, \$160 from .402 Postage to .478 Adult Materials, and \$414 from .481 Local History to .478 Adult Materials.

Seconded: Virdell Robbins

Motion carried



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The Revenue Report was reviewed.

Payment of Library Bills

Motion: Virdell Robbins

To approve revised Abstract #9 Claims 157-178 for a total amount of \$9,284.58.

Seconded: Tina Thompson

Motion carried

Payment of Library Bills

Motion: Virdell Robbins

To approve revised Abstract #10 Claims 179-193 for a total amount of \$16,723.48.

Seconded: Brigid Ryan

Motion carried

The revised First Niagara Trustee Gift Fund Checking Account for the time period of 8/1/14 - 8/29/14 shows a total balance available of \$5,138.87, less restricted funds of \$1,387.47, for net funds available of \$3,751.40.

The First Niagara Trustee Gift Fund Checking Account for the time period of 8/30/14 - 9/30/14 shows a total balance available of \$5,613.13, less restricted funds of \$1,659.36, for net funds available of \$3,953.77.

The First Niagara PayPal Account for the time period of 8/30/14 - 9/30/14 shows a beginning balance of \$.01 with deposits of \$67.37 with an ending balance of \$67.38

The Friends Account as of 9/4/14 has a balance of \$7,062.04.

Committee Reports

None

Strategic Plan Report

The Strategic Plan was reviewed.

The director reported on her visit to the Wood Library in Canandaigua and their recent expansion.

Fundraising - the director handed out literature on fundraising from ALA.org and discussion ensued.



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Unfinished Business

The 2015 Budget will be voted on at the Town Board's October 15, 2014 meeting.

Whistleblower policy - Tina and the director will meet to look at this policy and bring back their thoughts and ideas at next month's meeting.

There was a discussion on selling tote bags as a board fundraiser. This could fall under the board's fundraising committee as talked about under the Strategic Plan.

New Business

The bank will no longer cover credit card fees, so we need to look into options for covering the extra expense.

A building evaluation is being prepared for town hall and the library.

At this point David McNitt left; Tina Thompson chaired the meeting.

Tina has agreed to be on the Minerva Campbell Literary Contest Committee. Lynn will ask David if he is also willing to serve on the committee.

Recommend a Trustee Replacement to Town Board

Melanie Phillips' term expires on December 31, 2014 and she will not pursue another term. The board will start to look for a replacement.

The meeting was adjourned by consensus at 8:35 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tina Thompson".

Tina Thompson
Secretary